

02 October 2008

Dear Parent/Guardian

Years 9, 12 and 13 Academic Review Day Monday 3rd November 2008

You are invited to attend the above day in order to discuss your child's progress in each subject area. With this being such an important time in the education of our students it is hoped that all parents will be able to attend. The students are encouraged to attend with you so that they can contribute, where appropriate to the discussions. It is important that they take responsibility for their own learning and act on advice given.

The system we use involves the pupils being issued with a booking form so that they can arrange mutually convenient appointments for you and each subject teacher concerned. Appointments will be available from 8.30am until 3.00 p.m.

Connexions, our Careers advisory service will also be available to book appointments with for any parents or students who wish to discuss careers or further education related matters. To do this you should call Liz Simmons on 01622 742827 or email Liz.simmons@newlinelearning.com. These appointments will be held in the Connexions interview room.

Please note that the school will be closed to all students other than those attending the Academic Review with their parents.

Details of staff positions for appointments will be available at the sign in desk in the Sixth Form Area.

The Academic Review Day system and organisation will be explained to the students during form time by their form tutor and reinforced during assembly. Although it is primarily their responsibility to act as the liaison between you and the school to ensure that you see as many teachers as possible within the time constraints, form tutors will make every effort to ensure that the procedure is carefully monitored. If you have any queries, staff will be available during the day.

Please complete the slip to acknowledge receipt of this letter and return it to your son's/daughter's form tutor **by Monday 13th October 2008.**

Yours sincerely

Joan Withey
Head of Sixth Form

Sue Yates
Director of Learning- Year 9

Re: Academic Review Day: Monday 3rd November 2008

To the form tutor of: Form:-

I have received your letter regarding the Academic Review Day on Monday 3rd November 2008

I **will / will not** be attending

Signed:

Date: